

Street Acceptance Guidelines



Virginia Department of Transportation & Fairfax County

Procedural Guidelines
Flowcharts
and Examples

June 6, 2005

These guidelines and forms are subject to change. Check for updates before each submittal at <http://www.virginiadot.org/business/fairfax-permits-main.asp>

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Overall Procedure

1. Record Deeds and Plats at Fairfax County Courthouse
2. Obtain Area Sketch from Fairfax County GIS & Mapping (Page 13,14)
3. Submit Initial Street Acceptance Package (Page 5)
4. Complete Roadway Construction
5. Submit Asbuilt Utility Package (Page 6)
6. Submit Post Construction Street Acceptance Package (Page 7)
7. Pre-VDOT Inspection
8. Joint VDOT/Fairfax County Inspection
9. Submit Final Street Acceptance Package (Page 8)
10. Fairfax County Board of Supervisors Resolution
11. VDOT Final Acceptance

Accounts Receivable Information

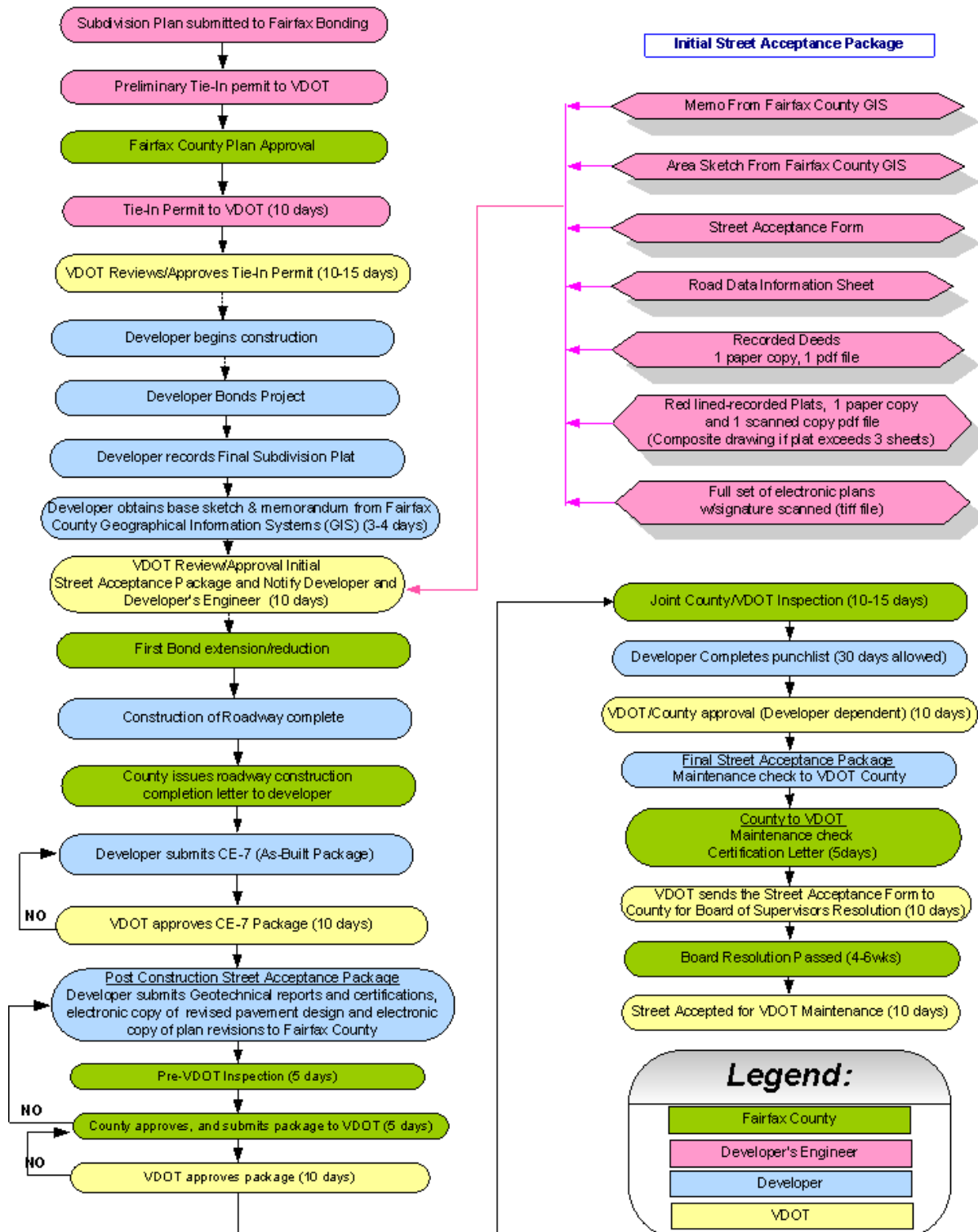
An accounts receivable is established by VDOT for all street acceptance activities, including the CE-7 "As Built" Utility Review, post construction reviews, and inspections. The charge will be the actual staff time expended for package reviews and field inspections.

Developers will be billed for charges through the VDOT Central Office Accounting Financial Management System. Verification of charges will be e-mailed from VDOT Fairfax Permits to the developer when the charges are made.

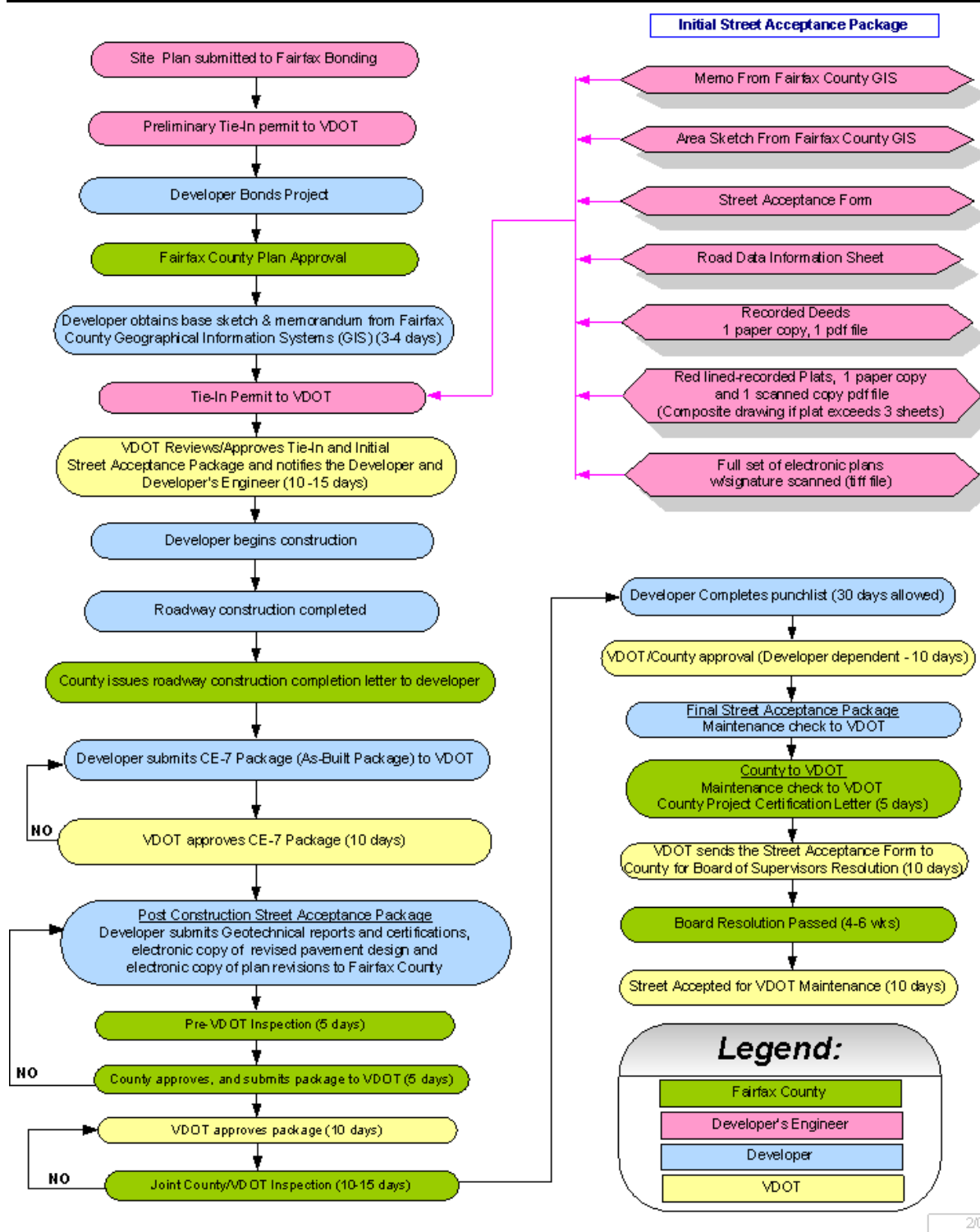
All Accounts Receivable charges must be paid in full before the "Final Street Acceptance Package" is submitted to VDOT.

Contact Information

Virginia Department of Transportation: Bill Dunlap (703) 383-2888
Fairfax County GIS & Mapping: Vanessa Sye (703) 324-2000
To request Fairfax County CPAN access: www.fairfaxcounty.gov/courts/circuit/cpan.htm
VDOT Forms & Checklists: www.virginiadot.org/business/fairfax-permits-formsinfo.asp
Fairfax County Forms: www.fairfaxcounty.gov

Flowchart for Subdivision Plans (SD)

2/05

Flowchart for Site Plans (SP)

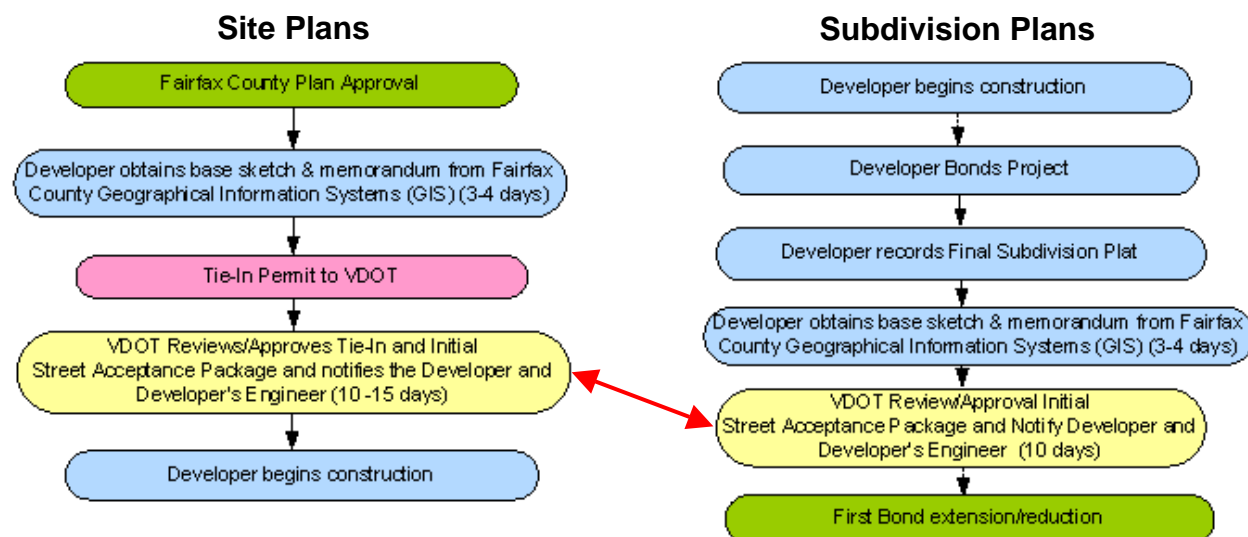
205

Initial Street Acceptance Package (Pre-Construction)

From: Developer's Engineer To: VDOT Fairfax Permits

When: [Site Plans]: With VDOT Permit Application Package

[Subdivision Plans]: Before First Bond Extension/Reduction at Fairfax County



Place all items below in a letter sized pocket folder, then into a sealed 12"x15½" mailing envelope (see page 10) with a completed "Initial Submittal Checklist" taped to the front (page 12):

- CD labeled with project name, project number, engineering firm name and contact information (see example on page 11) containing:
 - ◆ Memo from Fairfax County GIS & Mapping in Adobe PDF format (page 13).
 - ◆ Edited "Area Sketch" from Fairfax County GIS & Mapping in PDF format (pg. 14).
 - ◆ Completed "Street Acceptance Form for BOS Resolution" in PDF format (pg. 15).
 - ◆ Completed "Road Data Information" sheets in Adobe PDF format (page 16,17).
 - ◆ Recorded deeds of dedication in PDF format (page 18).
 - ◆ Recorded and redlined plat in PDF format (page 19).
 - ◆ Folder on the CD named "Plans" with plan sheets in Group 4 TIFF format:
 - Complete set of the plans is required, exclude "plat check sheets"
 - Each file must be named: plan number_sheet number (i.e. 5124-SP-02-3_01.tif).
 - Coversheet must have all signatures.
- Hardcopies everything listed above except plan sheets.
- Hardcopy of Composite Plat if recorded plat has more than 3 sheets.

Note: At this point begin to work on obtaining quitclaims for the Asbuilt Utility Package.

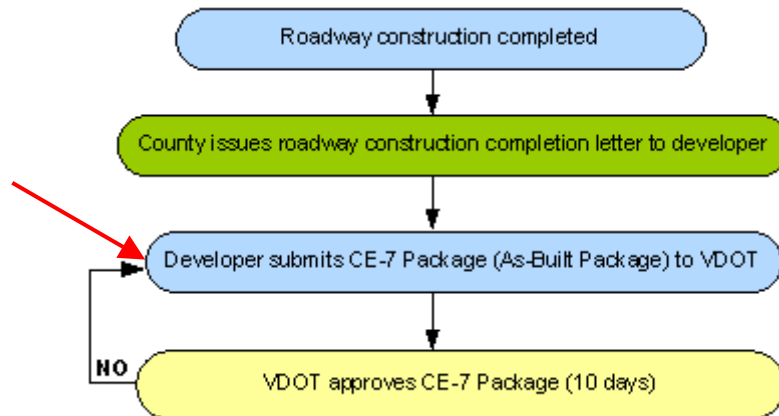
Allow 10 business days for VDOT to review the submission. An approval receipt will be e-mailed to the developer and to the submitting engineer.

Asbuilt Utility Checklist Package

From: Developer

To: VDOT Fairfax Permits

When: Upon receipt of "Roadway Construction Complete" letter from Fairfax County



Place all items below in a letter sized pocket folder, then into a sealed 12"x15½" mailing envelope with a completed "Asbuilt Submittal Checklist" taped to the front (page 20):

- Completed "Asbuilt Utility Verification Checklist" (page 21).
- Hardcopies of recorded quitclaims.
- Fairfax County "Roadway Construction Complete" Letter (page 22).
- For each utility (gas, communications, and electric) submit one of the two items below. The item submitted must reference the subdivision name and street names that are affected.
 - ◆ An original letter from the utility company verifying that there are no facilities in the dedicated right-of-way.
 - OR
 - ◆ A CE-7 signed by the utility company and one (1) plan set with the facilities within the dedicated right-of-way highlighted.

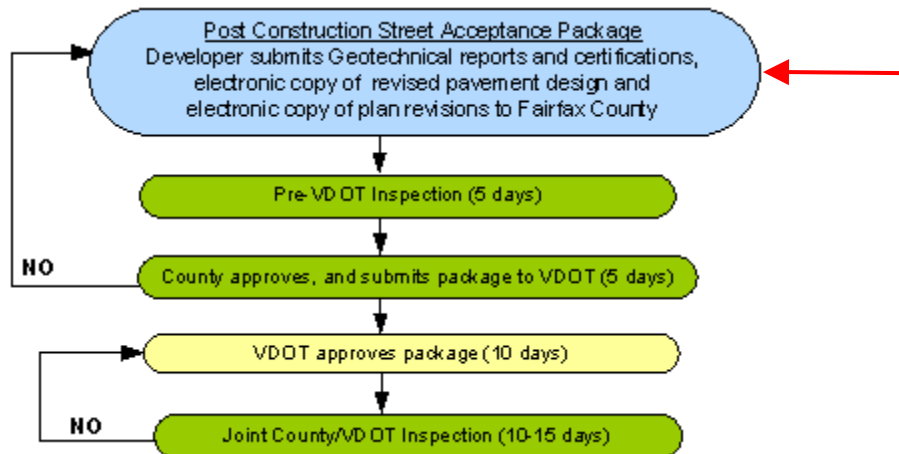
An approval receipt and a copy of the signed Asbuilt Utility Verification Checklist will be e-mailed to the developer and the Fairfax County inspector.

Post Construction Street Acceptance Package (County)

From: Developer

To: Fairfax County Inspector

When: After VDOT Approval of Asbuilt Utility Checklist Package



- Geotechnical reports covering work in the dedicated right-of-way only.
- Geotechnical Engineer's "Final Report of Roadway Construction Inspections."
- Plan Sheets for Revised Pavement Design in Group 4 TIFF format.
- Any plan revisions that affect dedicated right-of-way in Group 4 TIFF format.
- Fairfax County "Inspection Request" letter (page 24).
- VHS video recording of all storm structures and pipes within dedicated right-of-way. Video to include date of actual recording and the structure number being recorded.
 - ◆ More information will be made available on the VDOT website as June 6th approaches.

Post Construction Street Acceptance Package (VDOT)

From: Fairfax County Inspector

To: VDOT Fairfax Permits

When: After Fairfax County approval of "Post Construction Street Acceptance Package" submitted by Developer

Place all items from the "Post Construction Street Acceptance Package (County)" in a letter sized pocket folder, then into a sealed 12"x15½" mailing envelope with a completed "Post Construction Submittal Checklist" (page 23) taped to the front and submit to VDOT.

After package approval, a completed "Maintenance Fee Calculation" (page 26) will be e-mailed to the developer and Fairfax County inspector.

Final Street Acceptance Package (County)

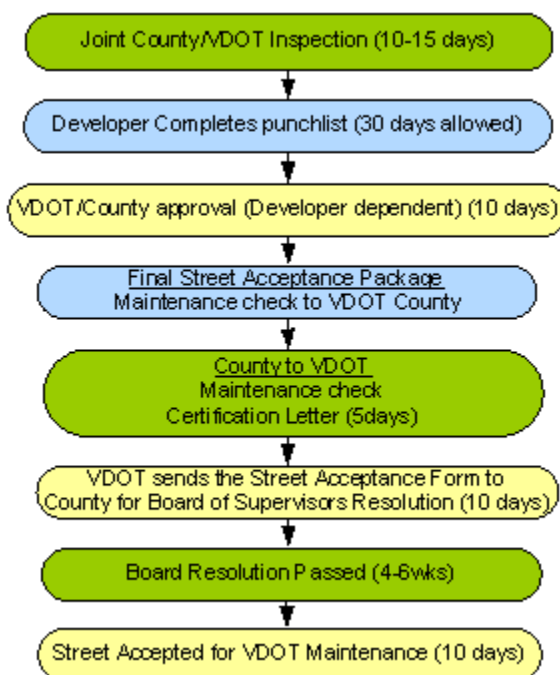
From: Developer

To: Fairfax County

When: After VDOT Approval of Inspection

All VDOT Accounts Receivable charges must be paid in full before submittal of Final Street Acceptance Package

- Maintenance fee check – must be a cashiers check or a certified check – for the amount shown on the completed “Maintenance Fee Schedule” (example - page 26).
- Fairfax County “Project Certification” Letter (page 27).



Final Street Acceptance Package (VDOT)

From: Fairfax County Inspector

To: VDOT Fairfax Permits

When: After Fairfax County approval of “Final Street Acceptance Package” submitted by Developer

Place all items from the “Final Street Acceptance Package (County)” in a letter sized pocket folder, then into a sealed 12”x15½” mailing envelope with a completed “Final Submittal Checklist” (page 25) taped to the front and submit to VDOT.

After package approval, the Street Acceptance Form for Board Resolution will be sent to Fairfax County. After the board resolution is passed, the package will be sent to VDOT Central Office for approval and final acceptance.

Transitioning From The Old Street Acceptance Process

The new street acceptance process is effective June 6, 2005:

Follow the new process beginning with the submission of the Initial Submittal as part of the VDOT Tie-in Permit Application Package for:

- Site Plans and Public Improvement Plans that have not received a VDOT Tie-in Permit prior to June 6, 2005.

Follow the new process beginning with the submission of the Initial Submittal prior to a bond extension/reduction request after June 6, 2005 for:

- Site Plans and Public Improvement Plans that have received a VDOT Tie-in Permit prior to June 6, 2005 and are bonded with Fairfax County.
- Subdivision Plans and Site plans for construction of Townhouse Dwelling Units that are bonded with Fairfax County.

Continue to follow the old process until final acceptance if:

- The First or Final Form I package has been submitted to Fairfax County prior to June 6, 2005.

Submittal Folders

12"x15½" Envelope



Letter Sized Expandable Pocket Folder

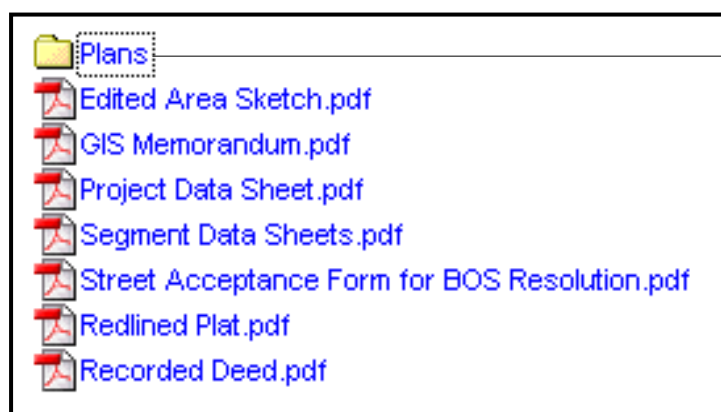


Data CD

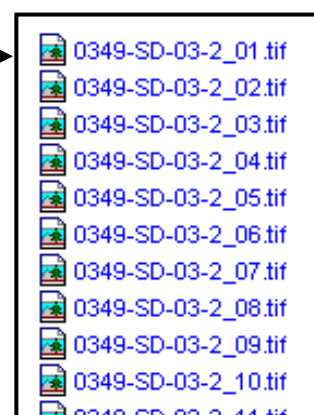
Example of Correctly Labeled Data CD



Screenshot of Example Data CD Contents



"Plans" Folder



Initial Submittal Checklist

02/2005



Virginia Department of Transportation
NOVA District (Fairfax) Permits
14685 Avion Parkway, Suite 120
Chantilly, Virginia 20151-1104

Initial Street Acceptance Package - Transmittal Checklist

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to the above VDOT office.

Date 2/28/05 A/R Number

Subdivision Name Marshy Mellow Subdivision, Section 4

Developer Make Believe Developing, LLC Tax ID # 54-1234567

Developer Contact Name Sandy Box Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032 Phone 703-503-2222

Engineer Contact Name Design Dude Email ddude@fantasticegr.com

Print this form and complete the section below by hand. Check all items included.

- ☒ CD labeled with project name and plan number, engineering firm and contact info containing:
 - ☒ Memo from Fairfax County GIS & Mapping in Adobe PDF format.
 - ☒ Edited Area Sketch from Fairfax County GIS & Mapping in Adobe PDF format.
 - ☒ Completed "Street Acceptance Form for Board of Supervisors Resolution" in PDF format.
 - ☒ Completed "Road Data Information" sheets in Adobe PDF format.
 - ☒ Recorded deeds in Adobe PDF format.
 - ☒ Recorded and redlined plat in Adobe PDF format.
 - ☒ Folder on the CD with each site plan sheet in Group 4 TIFF format.
 - Each file must be named: plan number_sheet number (i.e. 5124-SP-02-3_01.tif).
 - Coversheet must have all signatures.
- ☒ Hardcopies of the following:
 - ☒ Memo from Fairfax County GIS & Mapping.
 - ☒ Edited Area Sketch from Fairfax County GIS & Mapping.
 - ☒ Completed "Street Acceptance Form for Fairfax County Board of Supervisors Resolution".
 - ☒ Completed "Road Data Information" worksheets.
 - ☒ Recorded deeds.
 - ☒ Recorded and redlined plat with deed book and page number.

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Memorandum from Fairfax County GIS & Mapping

Fairfax County GIS and Mapping
12000 Government Center Pkwy. Suite 117
Fairfax, Virginia 22035
(703) 324-3880



**SKETCH and MEMORANDUM
PROCEDURES**

To obtain a sketch and memorandum from the Fairfax County GIS and Mapping Office for your VDOT Acceptance Package, you will need to submit the following:

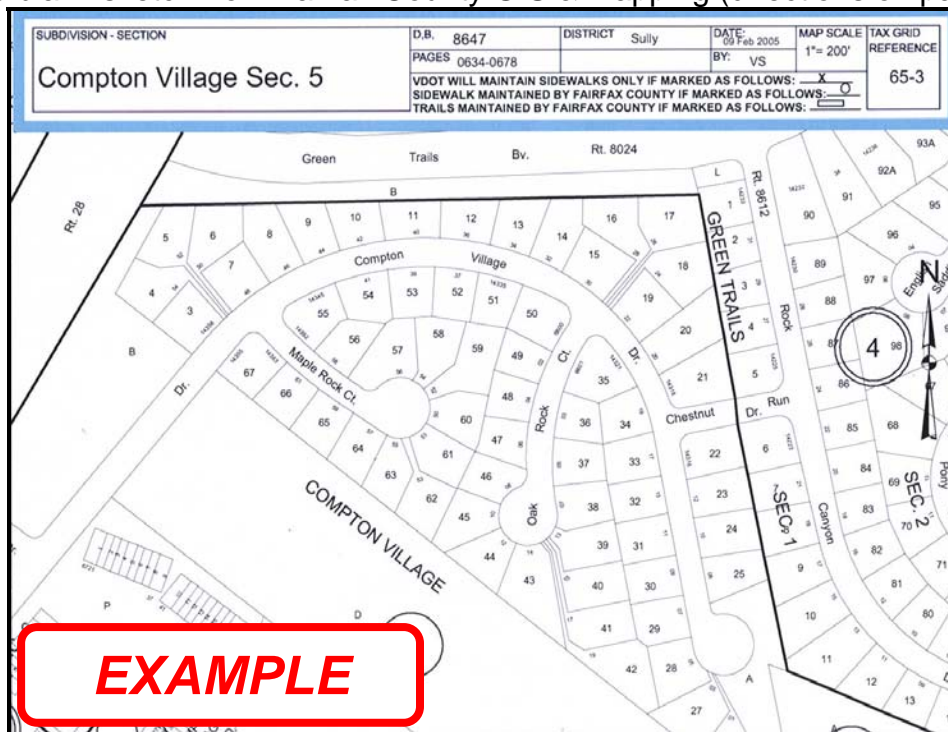
1. One Copy of the Recorded Deed Of Dedication
2. One Red-line copy of the Dedicated Plat that shows the street dedication

Both items will be returned along with the sketch and memorandum. No appointment is necessary, there is a 3 to 4-day turn around, and you will receive a call when everything is ready.

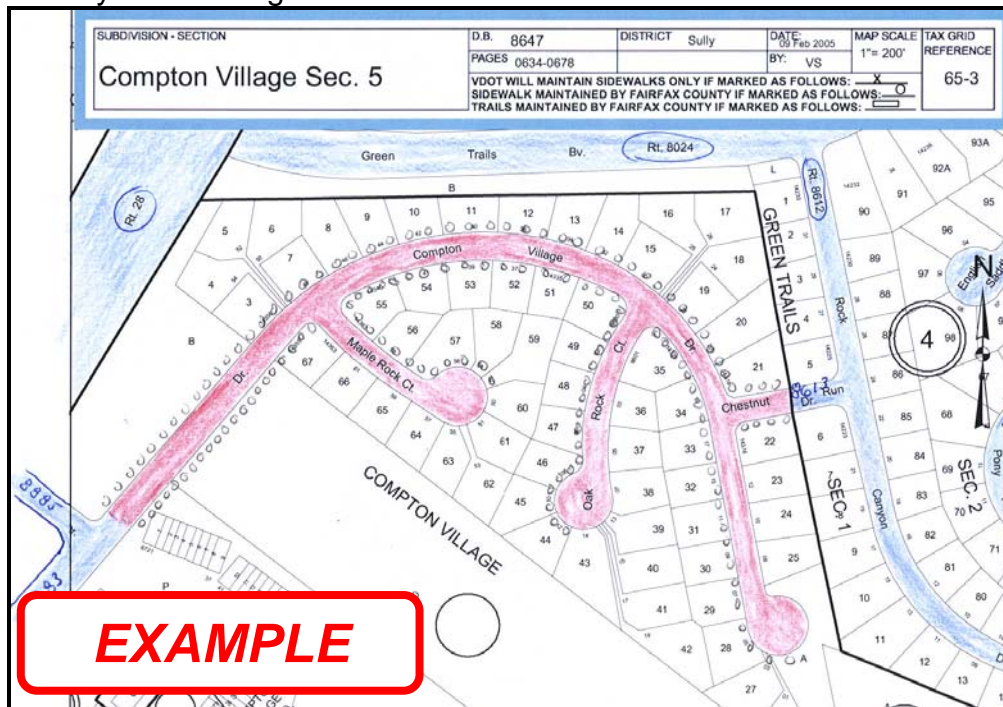
Any questions please call the number above.

Area Sketch from Fairfax County GIS & Mapping

Obtain the blank sketch from Fairfax County GIS & Mapping (directions on page 13):



Color the dedication in **red** with **PENCIL**, color the existing state right-of-way in **blue** with **PENCIL**, label existing state route numbers, and mark the appropriate sidewalk/trail maintenance symbols along the dedication in PENCIL



Street Acceptance Form for Board of Supervisors Resolution

- This form is available online at www.fairfaxcounty.gov
- "Subdivision Plat Name" must match the name on the recorded plat.
- "Date of VDOT Inspection Approval" is for VDOT use only.
- For sidewalks and/or trails: the length of the walkway, walkway type, and maintenance responsibility must be listed in the "Notes" section.
- Mileage must be in hundredths.

FAIRFAX COUNTY BOARD OF SUPERVISORS FAIRFAX, VA Pursuant to the request to inspect certain streets in the subdivisions as recorded, the Virginia Department of Transportation has made inspections, and recommends that some be included in the secondary system. ENGINEERING MANAGER: <u>D.A. Purvis</u> BY: _____		VIRGINIA DEPARTMENT OF TRANSPORTATION-OFFICE OF THE ENGINEERING MANAGER, FAIRFAX, VIRGINIA REQUEST TO THE ENGINEERING MANAGER, FOR INCLUSION OF CERTAIN SUBDIVISION STREETS INTO THE STATE OF VIRGINIA SECONDARY ROAD SYSTEM. SUBDIVISION PLAT NAME: Compton Village, Section 5 COUNTY MAGISTERIAL DISTRICT: Sully FOR OFFICIAL USE ONLY DATE OF VDOT INSPECTION APPROVAL:	
STREET NAME	LOCATION		LENGTH MILE
	FROM	TO	
Compton Village Drive	Existing Compton Village Dr. (Rte. 8883) – 68.7' NE of CL Tallavast Dr. (Rte. 8885)	2066' East to end of cul-de-sac	0.39
Maple Rock Court	CL of Compton Village Dr. - 649.2' NE of CL Tallavast Dr. (Rte. 8885)	429' SE to end on cul-de-sac	0.08
Oak Rock Court	CL of Compton Village Dr. – 700' East of CL Maple Rock Court	495' South to end of cul-de-sac	0.09
Chestnut Run Drive	CL of Compton Village Dr. – 268' South of CL Oak Rock Court	148' East to existing Chestnut Run Dr. (Rte. 8613) – 131.1' West of Rock Canyon Dr. (Rte. 8612)	0.03
NOTES:			TOTALS: 0.59
1) Sidewalk on both sides of Compton Village Drive to be maintained by Fairfax County			
2) Sidewalk on NE side of Maple Rock Court to be maintained by Fairfax County			
3) Sidewalk on West side of Oak Rock Court to be maintained by Fairfax County			
4) Sidewalk on both sides of Chestnut Run Dr. to be maintained by Fairfax County			

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Road Data Information – Project Data Sheet

- Complete "Project Data Sheet" once for each project

01/05

Virginia Department of Transportation
Street Acceptance/Fairfax County
Road Data Information
Project Data Sheet

EXAMPLE

The engineer shall complete this form once for each street acceptance project and complete one "Segment Data Sheet" for each segment of road to be dedicated (segments are divided by intersecting streets). This sheet must be attached to the "Segment Data" sheets for this project, then submitted as part of the "Initial Street Acceptance Package."

Project Data

Subdivision Name Marshy Mellow Subdivision, Section 4

Maintenance Area Headquarters (to be completed by VDOT)

Developer Name Make Believe Developing, LLC Phone # 703-503-2222

Developer Address 12345 Silly Street, Fairfax, Virginia 22032

Engineer Name Fantastic Engineers Inc Phone # 703-266-4444

Engineer Address 9876 Laughable Lane, Suite 330, Chantilly, Virginia 20151

County Inspector Name Inspector Gadget

Recorded Plat(s):	Deed Book Number	Page Number	Plat Recordation Date
	<u>51125</u>	<u>44-94</u>	<u>12/15/02</u>
	<u>11688</u>	<u>155-417</u>	<u>04/22/02</u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>

Tax Map # 44-2

Number of Segment Data Sheets Attached 3

Print Form

Segment Data Sheets Online: <http://www.virginiadot.org/business/fairfax-permits-FormsInfo.asp>

Road Data Information – Segment Data Sheet

- Complete one "Segment Data Sheet" for each segment of road (segments are divided by intersecting streets).
- Instructions for completing the "Segment Data Sheet" are at the bottom of the form.

01/05

Virginia Department of Transportation
 Street Acceptance - Fairfax County
EXAMPLE
 Road Data Information
 Segment Data Sheet

The engineer shall complete this form once for each segment of road to be dedicated (segments are divided by intersecting streets). All segment sheets must be combined and attached to a "Project Data Sheet", then submitted as part of the "Initial Street Acceptance Package." This form is available online at www.virginiadot.org/business/fairfax-permits-main.asp

Road Data - Segment

Subdivision Name <u>Marshy Mellow Subdivision, Section 4</u>	
Existing Route # ⁽¹⁾ _____	Street Name <u>Graham Cracker Court</u>
From ⁽²⁾ <u>CL of Ox Road, Rt 123 - 1,123' E CL King Cole Court, Rt 5267</u>	
To ⁽³⁾ <u>255' N to CL of Stay Fresh Lane, Rt 8569</u>	
Segment Mileage ⁽⁴⁾ <u>0.05</u>	Public Service ⁽⁵⁾ <u>12 Houses</u>
Revised Pavement Surface Type (inches) ⁽⁶⁾ <u>N/A</u>	
Revised Pavement Intermediate Type ⁽⁶⁾ <u>N/A</u>	
Revised Pavement Base & Subbase Type ⁽⁶⁾ <u>N/A</u>	
ROW Width (ft) <u>52</u>	Walkway Description ⁽⁷⁾ <u>255' 5' sidewalk on the right side to be maintained by VDOT</u>
Travel Surface Width (ft) ⁽⁸⁾ <u>34</u>	
Total Pavement Width (ft) <u>30</u>	
Shoulder Width (ft) (left) <u>N/A</u>	(right) <u>N/A</u> Number of Lanes <u>2</u>
Curb & Gutter Info ⁽⁹⁾ <u>Left and Right</u>	Sidewalk/Trail Info ⁽¹⁰⁾ <u>Right</u>
Median Width (ft) <u>N/A</u>	Median Type <u>None</u>

Print Form

⁽¹⁾ If there is no route number assigned to the road, leave blank.
⁽²⁾ Starting point of this segment, referenced to the nearest intersecting street (i.e. "CL of Ox Road, Rt 123 - 1,123' S of CL Lee Jackson Memorial Hy, Rt 50") (i.e. "Existing Point Place, Rt 10993 - 128' W of CL Braddock Rd, Rt 620")
⁽³⁾ Ending point of this segment, referenced to the nearest intersecting street (i.e. "400' N to cul-de-sac" or "233' S to CL Sutter Street, Rt 5567")
⁽⁴⁾ Mileage of this segment, including cul-de-sac radius and inset.
⁽⁵⁾ Number and type of facility this segment services (i.e. 8 houses, 1 school, etc.)
⁽⁶⁾ Revised pavement design only, do not include original pavement design
⁽⁷⁾ Linear footage, type of walkway, maintenance responsibility, and side of road (i.e. "267' of 5' sidewalk on N side to be maintained by VDOT")
⁽⁸⁾ Width of travelable portion of roadway measured to the face of curb, excluding median and paved or gravel shoulder
⁽⁹⁾ Side(s) of the road with curb and gutter: "Left", "Right", "Left and Right", "Median", etc.
⁽¹⁰⁾ Side(s) of the road with sidewalk or trail: "Left", "Right", "Left and Right", "Median", etc.

Recorded Deeds of Dedication

- Obtain deeds from CPAN with deed book and page numbers stamped on each page.
(To request access to CPAN visit www.fairfaxcounty.gov/courts/circuit/cpan.htm)
- Deeds must be complete and include coversheet and 8½ x 11" plat sections.

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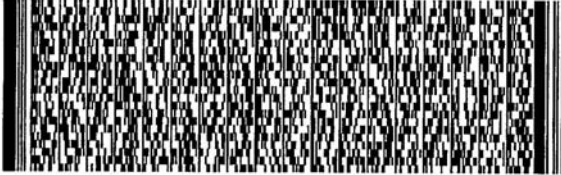
Standalone Cover Sheet Version 1.0 Page 1 of 1

Fairfax County Land Records
EXAMPLE

Cover Sheet - STANLEY MARTIN

Instrument(s)
DEDICATION
Grantor(s)
STANLEY MARTIN HOMEBUILDING LLC _F_N
Grantee(s)
FAIRFAX COUNTY BOARD OF SUPERVISORS _F_N; FAIRFAX COUNTY WATER AUTHORITY _F_N; MANORS OF FOX MILL HOA _F_N

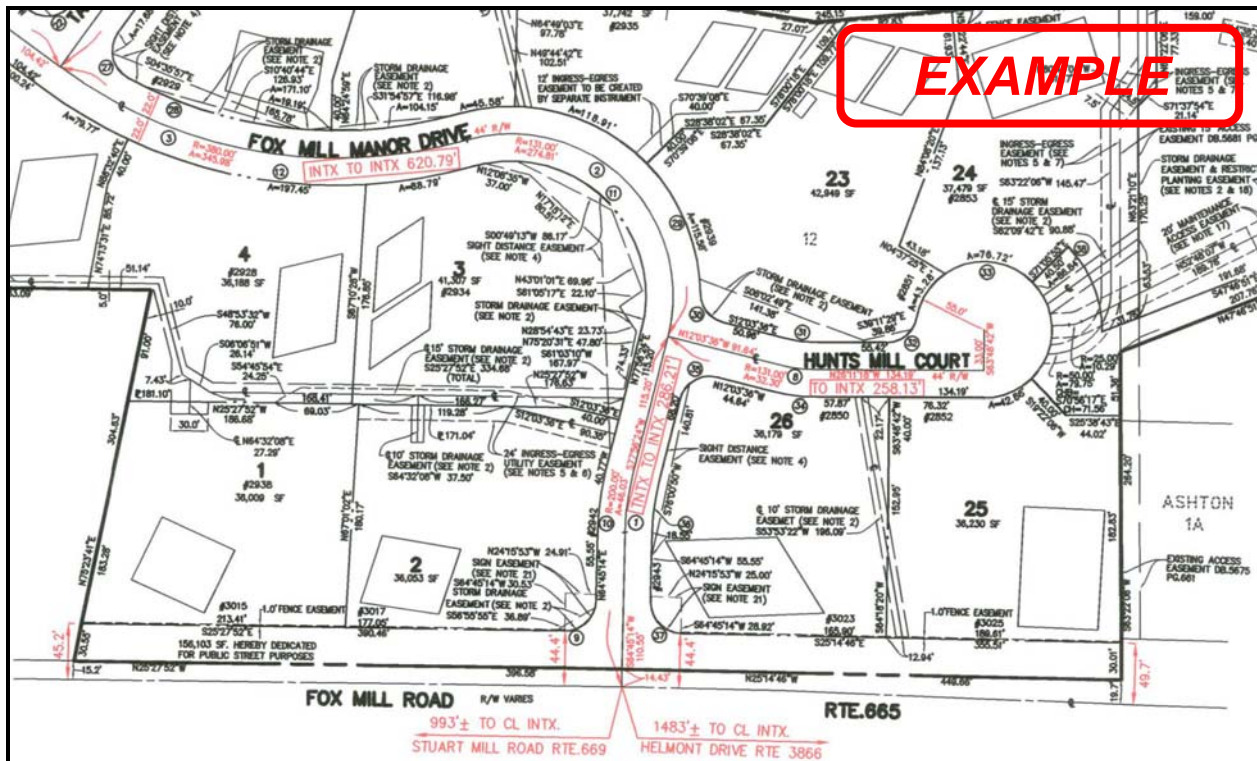
Consideration	0.0	Consideration %	100
Tax Exemption	None	Amount Not Taxed	
DEM Number		Tax Map Number	036-2-0/00/01/33
Original Book		Original Page	
Title Company	WALKER TITLE	Title Case	H9900049
Property Descr.	MANOR OF FOX MILL		
Certified	No	Copies	2
		Page Range	1-46



file://C:\FXCover\DHTMLProject_BARCODE_FORM.htm 8/8/2001

Redlined Recorded Plats


- Redline distances of centerline from intersection to intersection – each segment is a separate distance.
- For offset cul-de-sacs be sure to include the distance to center of cul-de-sac.
- For all cul-de-sacs include radius to the right-of-way line. This distance should be included in length of street calculations.
- Professional certification must be shown in red.
- Include distance in both directions from centerline of intersection to nearest intersections in the state system.
- Label dedication distance along frontage at both ends of the project and at the centerline.
- Show right-of-way width for all street segments and each distance from centerline.
- Show each line length and radius, arc length on a street segment and show total to intersection.



Asbuilt Submittal Checklist

- Complete the top section entirely
- Check each item included in the envelope or write "N/A" if an item does not apply

01/2005



EXAMPLE

Virginia Department of Transportation
NOVA District (Fairfax) Permits
14685 Avion Parkway, Suite 120
Chantilly, Virginia 20151-1104

**Asbuilt Utility Checklist Package
Submittal Checklist**

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to the above VDOT office.

Date 3/28/05

A/R Number

Subdivision Name Marshy Mellow Subdivision, Section 4

Developer Make Believe Developing, LLC Tax ID # 54-1234567

Developer Contact Name Sandy Box Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032 Phone 703-503-2222

Tie-in Permit # 947-75644 Route Number 123 Completion Date 3/27/05

Print this form and complete the section below by hand.

Check all items that are included. Write "N/A" for items that do not apply.

✓ Completed "Asbuilt Utility Verification Checklist" form.

✓ Roadway construction complete letter from Fairfax County inspector.

✓ Permit application for **gas lines** within the dedicated right-of-way and one (1) plan (highlighted) defining the locations, or a letter from the gas company if there are no facilities.

✓ Permit application from each company with **communications lines** within the dedicated right-of-way and one (1) plan (highlighted) defining locations, or a letter from the each communications company if there are no facilities.

✓ Permit application for **electric lines** within the dedicated right-of-way and one (1) plan (highlighted) defining locations, or a letter from the electric company if there are no facilities.

n/a Permit application for **landscaping** shown on the site plan within the dedicated right-of-way and one (1) original perpetual maintenance agreement.


✓ Copies of recorded quitclaims for **easements** within the dedicated right-of-way.

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Asbuilt Utility Verification Checklist

- Complete the top section entirely and list each street that has dedication
- If applicable, write "additional right-of-way only" underneath the street name

02/2005



EXAMPLE

Virginia Department of Transportation
NOVA District (Fairfax) Permits
14685 Avion Parkway, Suite 120
Chantilly, Virginia 20151-1104

Asbuilt Utility Verification Checklist

Complete the top section and list the names of the streets with dedicated right-of-way.
Shaded boxes are to be completed by VDOT.

Date 3/28/05

A/R Number

Subdivision Name Marshy Mellow Subdivision, Section 4

Developer Make Believe Developing, LLC Tax ID # 54-1234567

Developer Contact Name Sandy Box Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032 Phone 703-503-2222

Fairfax County Inspector Inspector Gadget



ROUTE NUMBERS	STREET NAMES	GAS PERMIT #	COMMUNICATIONS								ELECTRICITY PERMIT #	LANDSCAPING PERMIT #	QUITCLAIMS
			NAME: PERMIT #	NAME: PERMIT #	NAME: PERMIT #	NAME: PERMIT #	NAME: PERMIT #	NAME: PERMIT #	NAME: PERMIT #	NAME: PERMIT #			
	Graham Cracker Court												
	Stay Fresh Lane												
	Ox Road, Route 123 Additional Right-of-Way ONLY												

VDOT Signature _____

Date _____

Print

Fairfax County "Roadway Construction Complete" Letter

	FAIRFAX COUNTY	Office of Site Development Services Environmental and Facilities Inspections Division 12055 Government Center Parkway Fairfax, Virginia 22035-5503 (703) 324-1950
V I R G I N I A		
NOVA Fairfax Permits Virginia Department of Transportation		
Project Name: <i>SHAKER GROVE</i> Project Number: <i>9260-SD-01</i>		
Dear Ms. Perrott:		
The construction of the roadways in the subject project is complete and ready for acceptance into the Virginia Department of Transportation's secondary roadway system for maintenance. The utility checklist may be submitted.		
Sincerely,  Senior Engineering Inspector		
cc:		
<small>HA\Fid\FORMS\wdot letter.lsj.doc</small>		

Post Construction Submittal Checklist

01/2005

EXAMPLE

Virginia Department of Transportation
NOVA District (Fairfax) Permits
14685 Avion Parkway, Suite 120
Chantilly, Virginia 20151-1104

**Post Construction Package
Submittal Checklist**

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to the above VDOT office.

Date 4/28/05A/R Number Subdivision Name Marshy Mellow Subdivision, Section 4Developer Make Believe Developing, LLCTax ID # 54-1234567Developer Contact Name Sandy BoxEmail sandy.box@mbd.comDeveloper Address 12345 Silly StreetDeveloper City/State/Zip Fairfax, Virginia 22032Phone 703-503-2222

Print this form and complete the section below by hand.

Check all items that are included. Write "N/A" for items that do not apply.

- ☒ CD labeled with project name, plan number, engineering firm and contact info containing:
 - ☒ Plan Sheets only for revised pavement design in Group 4 TIFF format.
 - ☒ n/a Plan Sheets for revisions that affect the dedicated right-of-way in Group 4 TIFF format.
- ☒ Video recording of all storm structures and pipes within dedicated right-of-way. Video must include date of actual recording and structure number being recorded.
- ☒ Copy of County letter requesting a VDOT Street Acceptance Inspection
- ☒ Copy of all compaction tests (earthwork, aggregate base, asphalt) certified by a Professional Engineer for the **dedicated right-of-way only**.
- ☒ Copy of all CBR tests.
- ☒ Copy of all concrete tests (including compression breaks) for the **dedicated right-of-way only**.
- ☒ Geotechnical Engineer's "Final Report of Roadway Construction Inspections".
- ☒ n/a Copy of Geotechnical Engineer's testing of foundations for signal poles and sound walls

Signature of **EXAMPLE** Fairfax County InspectorDate 4/28/05<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Fairfax County "Inspection Request" Letter**FAIRFAX
COUNTY**Department of Public Works and Environmental Services
Office of Site Development Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5503

V I R G I N I A

Telephone (703) 324-1950

EXAMPLE

Date

TO: Virginia Department of Transportation

FROM: Site Inspections Branch

SUBJECT: Request for Final Subdivision Inspection of Streets to be Accepted for State Maintenance

Inspection by the Virginia Department of Transportation of the following street(s) is hereby requested for acceptance in the State system:

SUBDIVISION NAME: Woodland Meadows SECTION: _____STREET NAMES: Meadow wood forest CTTAX MAP NO: 80-1STATE TIE-IN PERMIT NUMBER: 947.51954UTILITY PERMIT CHECK LIST RECEIPT: ☒ YESDATE VDOT PERMIT RELEASED: 4-11-2003FAIRFAX COUNTY INSPECTOR: Kirk PhillipsAREA OFFICE AND LOCATION: Herity Bldg / Govt CTRFOR CONFIRMATION CALL: 703-324-1923**EXAMPLE**

SIGNED

15-L

Final Submittal Checklist

01/2005

EXAMPLE

Virginia Department of Transportation
NOVA District (Fairfax) Permits
14685 Avion Parkway, Suite 120
Chantilly, Virginia 20151-1104

**Final Street Acceptance Package
Submittal Checklist**

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to the above VDOT office.

Date 6/28/05

A/R Number _____

Subdivision Name Marshy Mellow Subdivision, Section 4Developer Make Believe Developing, LLCTax ID # 54-1234567Developer Contact Name Sandy BoxEmail sandy.box@mbd.comDeveloper Address 12345 Silly StreetDeveloper City/State/Zip Fairfax, Virginia 22032Phone 703-503-2222

Print this form and complete the section below by hand.

Check all items included. *All accounts receivable charges must be paid in full prior to package submittal.*

☒ Signed copy of Fairfax County "Project Certification" letter.

☒ Certified or cashier's check for the amount shown on the Maintenance Fee Schedule from VDOT.

EXAMPLE

Signature of Fairfax County Inspector

6/28/05
Date

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Maintenance Fee Schedule

This form is completed by VDOT and e-mailed to the developer after approval of the Post Construction Street Acceptance Package.

01/2005

MAINTENANCE FEE SCHEDULE FOR SUBDIVISION PACKAGES

SUBDIVISION NAME: **Knightly Gnome Subdivision**

<u>0.35</u>	Miles of 1 Lane Roadway =	<u>\$ 600.00</u>	Maintenance Fee
<u>0.27</u>	Miles of 2 Lane Roadway =	<u>\$ 900.00</u>	Maintenance Fee
<u>0.10</u>	Miles of 3 Lane Roadway =	<u>\$ 450.00</u>	Maintenance Fee
<u>0.62</u>	Miles of 4 Lane Roadway =	<u>\$ 4200.00</u>	Maintenance Fee
Total =		<u>\$ 6150.00</u>	

Return a copy of this form with your Maintenance Fee to ensure the fee is credited properly.

2005 Subdivision Street Requirements 24 VAC 30-91-10 et.swq.

Length (in miles)	Maintenance Fee (By number of lanes)			
	1	2	3	4
0.01- 0.10	\$ 150	\$ 300	\$ 450	\$ 600
0.11- 0.20	\$ 300	\$ 600	\$ 900	\$ 1200
0.21- 0.30	\$ 450	\$ 900	\$ 1350	\$ 1800
0.31- 0.40	\$ 600	\$ 1200	\$ 1800	\$ 2400
0.41- 0.50	\$ 750	\$ 1500	\$ 2250	\$ 3000
0.51- 0.60	\$ 900	\$ 1800	\$ 2700	\$ 3600
0.61- 0.70	\$ 1050	\$ 2100	\$ 3150	\$ 4200
0.71- 0.80	\$ 1200	\$ 2400	\$ 3600	\$ 4800
0.81- 0.90	\$ 1350	\$ 2700	\$ 4050	\$ 5400
0.91- 1.00	\$ 1500	\$ 3000	\$ 4500	\$ 6000
1.01- 1.10	\$ 1650	\$ 3300	\$ 4950	\$ 6600
1.11- 1.20	\$ 1800	\$ 3600	\$ 5400	\$ 7200
1.21- 1.30	\$ 1950	\$ 3900	\$ 5850	\$ 7800
1.31- 1.40	\$ 2100	\$ 4200	\$ 6300	\$ 8400
1.41- 1.50	\$ 2250	\$ 4500	\$ 6750	\$ 9000
1.51- 1.60	\$ 2400	\$ 4800	\$ 7200	\$ 9600
1.61- 1.70	\$ 2550	\$ 5100	\$ 7650	\$ 10200
1.71- 1.80	\$ 2700	\$ 5400	\$ 8100	\$ 10800
1.81- 1.90	\$ 2850	\$ 5700	\$ 8550	\$ 11400
1.91- 2.00	\$ 3000	\$ 6000	\$ 9000	\$ 12000

EXAMPLE
Signature

2/18/05
Date

Please be aware that these fees may change on an annual basis. It is the responsibility of the owner to insure that this fee calculation is correct prior to submittal of the check.

Fairfax County "Project Certification" Letter**FAIRFAX
COUNTY**

Department of Public Works and Environmental Services
Environmental and Facilities Inspections Division
12055 Government Center Parkway
Fairfax, Virginia 22035-5503
Telephone: (703) 324-1950

V I R G I N I A

Telephone (703) 324-1950

1-25-05

Date

**TO: District Administrator
Virginia Department of Transportation
14685 Avion Parkway
Chantilly, VA 20151-1104**

RE: Chapel Ridge 9245-SU-03
Subdivision Name and Section

We certify that the streets on the attached Form I have been inspected by the Department of Public Works and Environmental Services. They have been completed to our satisfaction and conform with the approved subdivision plans and requirements of Fairfax County and the Virginia Department of Transportation.

Sincerely,


EXAMPLE

**Bill Schell, General Superintendent,
Environmental and Facilities Inspections Division**

By: 
EXAMPLE
Environmental and Facilities Inspections Inspector